Sutton Town Council

1. Call Order **August 13, 2026, 6:00 pm - Regular Meeting Minutes** **Start Time: 6:00 p.m.**

Council Chambers, Sutton Municipal Building

The meeting was opened by Mayor Carolyn Hoover.

Pledge of Allegiance by all attendees.

Opening prayer by Darrell Pierson.

ROLL CALL

Name	Present	Absent
Mayor Carolyn Hoover	X	
Recorder Debbie Pierson	X	
Thomas Gates – Council member	X	
Anita Lambert – Council member	X	
Darrell Pierson – Council member	X	
Justin Hill – Council member		X
Tia Mullins – Council member	X	

Quorum: A quorum was present

2. Special Guests / Topics / Grants

A. Storm Sewer Project -Kennith Kender (EL Robinson),

Update: Contractor completed repair work; another punch list will be issued so further repairs can be made and approved upon. Needed a motion to issue a check in the amount of $121,811.33 for contractor payout

Councilman Thomas Gates: I make a motion to approve invoice of $121,811.33

Councilman Darrell Pierson: I second the motion

All in favor say 'Aye' **5** Those opposed say 'No' **0** **The Ayes have it. Motion carried**

B. Library- Jane Frame/Beth Adkins

Update: Shared current and upcoming projects would like the donation to be increased from $1000 to $2500 due to matched funding from other various programs to maximize funding. The recorder explained their decrease from $2500 to $1000 for the 2027 FY Budget was a clerical error and would remain $2500 for the 2027 FY.

C. Electric on the hill - N 5th st maintenance buildings - Cody Mullins

Update: Talked to Huffman Electric about the finishing of the electrical work on maintenance building, Contractor will start work this coming Monday and will complete the job.

D. Road Repair- Kristen Gates

Update: Documenting and taking pictures of roads, have upcoming meetings to address the concerns with the roads

E. Employee Handbook - Kristen Gates

Update: Working on meetings to get it completed and in place

F. Code Enforcement Emergency Hearing TOS-VAC-0001- Cody Mullins.

Update: Code Enforcement officer Cody Mullins reported he spoke with the property owners and agreed with the proposed maintenance plan they submitted.

Councilman Thomas Gates: I make a motion to approve the maintenance plan for the case # TOS-VAC-0001 that has been provided to use

Councilman Anita Lambert: I second the motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion carried**

G. Code Enforcement Report - Cody Mullins

Update: Resolved several cases, reached out to the plant manager at Appalachian Timber for possible program to chip up the wood debris from the burn pile and around town, which have been complained about for a few years.

3. Old Business

A. Pole Attachment Agreement

Councilman Thomas Gates: I make a motion to table the Pole attachment agreement

Councilman Tia Mullins: I second the motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion carried**

B. Business and Occupation Tax Ordinance

Councilman Tia Mullins: Ive spoke with several business owners about their concerns; I have researched other towns tax tables that are roughly our size and compared their B&O taxes. Different options have been provided with B&O taxes and municipal sales taxes.

Councilman Thomas Gates: I make a motion to table the B&O Tax ordinance until a special council session and vote upon it then

Councilman Tia Mullins: I second the Motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion carried**

4. New Business

a. Permits Approval

No outstanding permits

b. Municipal Security Camera Ordinance

Councilman Tia Mullins – I am researching grants that are available or will be available, I would like to request a consult with the attorney, so acquire the legal positioning of cameras and correct policies and procedures before we vote on the policy.

c. Employee Raise

Before discussion of personal matters council must go into executive session

Councilman Thomas Gates: I make a motion that we go into executive session 6-9A-4

Councilman Anita Lambert: I second the motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion carried**

Return to open session

Councilman Thomas Gates: I make a motion that we hire Lawrence King full time at the rate of $14 per hour

Councilman Tia Mullins: I second the motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion Carried**

6. Approval of Minutes

MOTION: Councilman Thomas Gates: I make a motion that we approve the minutes for July 9, 2026

SECOND: Councilman Tia Mullins seconded the motion.

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion Carried**

MOTION: Councilman Thomas Gates: I make a motion to approve the minutes for July 23, 2026

SECOND: Councilman Anita Lambert seconded the motion.

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion Carried**

MOTION: Councilman Thomas Gates: I make a motion to approve the minutes for August 3, 2026

SECOND: Councilman Anita Lambert seconded the motion.

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion Carried**

7. Citizens' Concerns

a. Mr. Mooney expressed concerns about the sidewalk in front of his house no being maintained and neglected.

8. Mayor's Report

a. Street Commissioner report

b. Elevator Grant

Had a FaceTime conference with the engineers for updates, large concerns about fire safety and discussion about updating building to be more compliant with current fire safety codes

c. Update on travelers' insurance

Travelers finally paid the balance that was due to the town for the legal fees incurred

d. Finalized network crossover from Netranom to Segra.

e. Farmers market stage update

Councilman Thomas Gates: I make a motion to extend the workers to 16 hours with reconsideration at the next special council meeting

Councilman Tia Mullins Seconded the motion

All in favor say 'Aye' 5 Those opposed say 'No' 0 **The Ayes have it. Motion Carried**

9. Standing Committees

a. Finance - [Presenter]

b. Roads, Streets and Alleys - Darrell Pierson

Nothing to report

c. Public Health and Safety - Thomas Gates

Discussed issues with cameras, operations, placements and access

Councilman: Thomas Gates, I move that the camera behind the Law enforcement clerks desk is moved immediately

Councilman Tia Mullins: I second the motion

All in favor say 'Aye' 4 Those opposed say 'No' 0 Abstained 1 **The Ayes have it. Motion Carried**

Asked for detailed reports from the Code Enforcer and the Code Technician

Councilman Thomas Gates: I make a motion to have reports from the code enforcement officer and code technician presented at the weekly meetings with the mayor and the chairman public health and safety committee.
Councilman Tia Mullins: I second the motion
All in favor say 'Aye' 4 Those opposed say 'No' 0 Abstained 1 **The Ayes have it. Motion Carried**

d. City Property and Community Building - Anita Lambert

Nothing to report

e. Sutton Planning Committee - Tia Mullins

Working with venders to start Food Truck Friday

Steering Committee Report

Councilman Tia Mullins: Discussing grants for possible new police cruiser

11. Special Committees

Ordinances/Rules - Tia Mullins Chairman

Discussed an email received by Chairman Tia Mullins concerning the Delap Grant that provides resources to property owners of dilapidated buildings. The grants would pay for the cost of demolishing the dilapidated buildings. To qualify for the DLAP grant, we must keep the WV building code in chapter 8. Discussed the importance of chapter 8.

Councilman Thomas Gates: I make a motion that we approve that Tia Mullins have access to the Lawyer so she can send him ordinances for final review

Councilman Tia Mullins I second the motion

All in favor say 'Aye' 4 Those opposed say 'No' 1 Abstained 0 **The Ayes have it. Motion Carried**

3. Chapter 8

Discussion on Chapter 8 either to keep or replace

MOTION Councilman: Tia Mullins I make a motion to keep the current chapter 8

SECOND: Councilman: Thomas Gates I second the motion

VOTE: Ayes [_3_] Nays [__] Abstentions [__] Absent/not voting [_1_] **Motion [carried].**

4. Resolution #10

Councilman Thomas Gates: I make a motion that we revoke resolution #10

Councilman Tia Mullins: I second the motion

VOTE: Ayes [_3_] Nays [__] Absent/not voting [_1_] **Motion [carried].**

MOTION: Councilman Thomas Gates: I make a motion to adjourn

SECOND: Councilman Tia Mullins: I second the motion

VOTE: Ayes [_4_] Nays [__] Abstentions [__] Absent/not voting [__] **Motion [carried].**

12. Adjourn Time: 7:31p.m.

Minutes prepared by: Kristen Gates

_____ _____

Presiding Officer / Mayor Recorder or Authorized Minute-Taker

Date approved: _____ Approved: [ ] Yes [ ] As corrected